

Report for Week Ending 9 January 1956  
from  
PROJECT STAFF

Projects 4-83, 4-84, 4-96, 5-59, 5-68

No change from previous report.

General Information

Completed evaluation of employee suggestion No. 1785.

Directed a memorandum to the Supply Division, Office of Logistics, requesting that shelf filing be established as a stock item. The memorandum included a recommendation for the amount of the equipment to be included in the first order and a suggestion that any pending or proposed orders for 5 drawer non-safe cabinets be reduced accordingly.

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☐ started to IOC this week.



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Report for Week Ending 9 January 1957  
From  
RECORDS DISPOSITION BRANCH

Project 6-70- Cable Secretariat [ ]

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No comments have been received from the Office on the proposed schedule submitted to them approximately 3 weeks ago. [ ] indicated that the schedule has been given to [ ] for review.

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The Letter of Transmittal and Survey Report have been drafted. The Survey Report Contains 4 recommendations which if accepted will reduce the volume of records maintained in the Office considerably. Project is 70% complete.

Project 6-40 - Office of Central Reference [ ]

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Assisted the Biographic Register to retire their inactive records. To date we have retired 110 cu.ft. consisting of approximately 700,000 IBM cards and 34 cu.ft. of documents. In addition approximately 20 cu.ft. have been destroyed. This disposition has emptied 12 IBM Safes, 3 IBM cabinets, and 4 5-Dr. legal cabinets. Project is 60% complete.

General Information

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Met with [ ] OCI Security and [ ] OCI Registry, to advise them on the legal authorization and Agency authorization for the disposition of destruction logs. Also furnished them information on other logging systems that are apparently less cumbersome than their present system.

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A request received from [ ] Personnel Office, Renegotiation Board, concerning the personnel folder of a former employee of the Office of Strategic Services was referred to the Office of Personnel.

*Thirty-four cubic feet of inactive Personnel folders are in the process of being retired to the Records Center for [ ]*

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from  
Forms Management Branch

## Completed Action

1. Statistical Summary

TYPE	COMPLETED ACTIONS SUMMARY				TOTAL	9 January 1957 NUMBER OF COPIES
	DD/I	DD/P	DD/S	STOCK		
NEW	0	0	54	12,000	5	53,500
REVISION	2	20	1	3,300	5	16,300
REPRINT	6	1	25	375,000	14	446,900
TOTAL	8	21	80	390,300	24	516,700

2. Expresses Appreciation for Assistance in the Development of "Polygraph Agreement", Form No. 1139 - [ ] - The Office of Security has been very prompt and apparently sincere in their appreciation for the improvement made in the format and general appearance of this form as a result of the efforts of the Forms Management Branch in converting this form from a previous "bootleg edition."

## Pending Actions

TYPE	PENDING ACTIONS SUMMARY				TOTAL	9 January 1957
	DD/I	DD/P	DD/S	STOCK		
NEW	3	8	11	4	26	
REVISION	1	2	8	2	13	
REPRINT						
TOTAL	4	10	19	6	39	

2. Printer's Proofs Received on "Incoming Classified Message," Form No. 12a- [ ] - These proofs, which cover the 1 November 1956 edition, have been received for examination and are presently being coordinated with [ ] of the Office of the Cable Secretariat for approval or comments. When fully coordinated these proofs will be promptly returned to the printer to expedite early delivery.

## Language Development Work Group Discusses Forms Requirements - [ ]

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25X1 [ ] of this staff met 8 January to hear and discuss the results of  
25X1 [ ]'s meeting of 4 January with Division and senior representatives  
of DD/P regarding the Foreign Language Development Program and the Language  
Record form. The Language Record is to be a multi-purpose instrumentality  
for listing requirements and instructions, registering applicants, com-  
25X1 piling a language register, testing, etc. [ ] has been requested  
25X1 to ask [ ] OTR to draft up the "question-type" of items for the  
self-evaluation portion of the form because the broad "definition-type"  
of items he submitted were not specific enough for clear understanding  
and grading.

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RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

- a. At the request of Forms Management Branch, investigated the need for printing the Procurement Division Requisition Log on stock with reinforced binder holds.
- b. Investigated and confirmed the need for the use of special folders in the purchase order files of the Procurement Division.
- c. Assisted in compiling the Staff's annual report and summary of significant accomplishments.
- d. Developed three promotional posters for the Suggestion Awards Program.  contributed ideas on two of these.



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